

SECTION TWO - SHIPPING INSTRUCTIONS (CONT'D.)

15. **DIRECT TO STORE SHIPPING INSTRUCTIONS:** Where Purchase Order refers to "Direct to Store" or "DTS" you must follow instructions contained in Direct to Store Route Guide. See Mileage Charge on page 71 of this book to determine when shipment should be released in order to meet Merchandise Arrival Date on Purchase Order.

16. NEW STORE SHIPPING INSTRUCTIONS

A. New Store Orders will have a "Return Apron to Buyer" asking: date shipped? via what carrier? Please cooperate and return Apron to Buyer.

B. The New Store shipping instructions are important. Merchandise must arrive when the store is ready to receive - not before. Suppliers that ship in advance cause additional storage charges, (chargebacks will be issued to cover all expenses) - possibility of lost shipments - unnecessary tracing - etc. Keep your shipping department posted on the importance of following these instructions.

C. Whenever a New Store Purchase Order specifies "Direct to Store," follow the instructions in Paragraphs 17 and 18 on timing of shipments to the New Store in order to meet the Merchandise Arrival Date on the Purchase Order.

17. **MERCHANDISE ARRIVAL DATES:** THE MERCHANDISE ARRIVAL DATE will be shown on the Purchase Order as "Merchandise must be in store on _____ but not to arrive before _____." Use these dates as the Arrival Dates. Please review these dates with all of your personnel concerned. The merchandise must arrive at the store not **MORE THAN ONE WEEK BEFORE THE SCHEDULED ARRIVAL DATE** for Return Sheet, Call-to-Orders and General Orders. Check-Off Sheet merchandise must arrive in the store two weeks before the event date but not earlier than four weeks before the event date. If merchandise arrives at the store before the Arrival Dates, you will be charged 7½% of the total invoice amount for handling and storage. See Mileage Chart and Paragraph 18 to determine when to release shipments. Date all invoices not more than 15 days prior to the Arrival Date on Purchase Order.

18. **MILEAGE CHART:** The mileage chart, on page 71, is based on approximate transit time from shipper to each store. When shipping via UPS, Parcel Post, or Truck, **allow the number of days designated for the distance involved to the respective store in order to assure that the merchandise will arrive at the store on Merchandise Arrival Date. The ship date will be determined by the number of working days figured prior to the first date that merchandise may arrive at the store (the first Merchandise Arrival Date).**